



**University of New Mexico
Taos**

Faculty Handbook

November 2006
(Updated June 2011
Updated December 2013
Updated January 2014
Updated August 2016)

***Faculty Senate
University of New Mexico-Taos***

*UNM-Taos Faculty
Handbook Table of Contents*

Chapter 1: The University of New Mexico Overview

Chapter 2: UNM-Taos

Chapter 3: External and Internal Governance and Organizational Structure

Chapter 4: Federal and State Policies at UNM-Taos

Chapter 5: Policies, Procedures and Processes

Chapter 6: Student-Related Policies and Procedures

Chapter 7: Campus Ecology: Grounds, Facilities, and Services

Chapter 8: Teaching at UNM-Taos

Chapter 9: Section F: UNM Faculty Handbook

Chapter 1: The University of New Mexico Overview

The University of New Mexico

For a comprehensive overview of the University of New Mexico system, see its web site at www.unm.edu

UNM Mission and Values Statement

UNM-Taos provides quality educational opportunities that transform the lives of our students, enriches the cultural life of our diverse communities, and strengthens the regional economy

VISION:

UNM-Taos will be recognized in New Mexico and regionally as an educational leader and partner committed to providing a high-quality learning environment for all students, pathways to higher education, relevant rewarding careers, and personal growth opportunities.

PURPOSES:

As an open-access, student-centered, affordable college offering dual-credit, basic skills, transfer, career-technical, workforce training and lifelong learning courses and programs, **UNM-Taos** is committed to:

- Providing academic programs culminating in the awarding of Associate degrees and transfer opportunities;
- Providing career technical programs leading to certificates and degrees for students who seek career-related employment in business, industry, government and health care;
- Providing opportunities for students to acquire the verbal, quantitative, and cognitive skills necessary for a successful transition into college-level study;
- Providing effective academic advisement and career counseling, diagnostic and placement testing, financial aid, and human development opportunities readily accessible to all students; and,
- Providing noncredit continuing adult education services to the community in business/professional training, personal development, cultural enrichment, and recreational activities.

CORE VALUES:

- **Respect for People:** Above all, we strive to create a safe, caring, and supportive environment conducive to the success and well-being of students, faculty and staff. We welcome diversity of backgrounds and opinions, recognize individual

- talents, encourage personal and professional growth, celebrate accomplishments, and honor institutional traditions.
- **Affordability:** We believe that all individuals deserve opportunities to reach their full potential through affordable education and training. As an open-access public institution, **UNM-Taos** strives to be the school of choice for all individuals pursuing postsecondary education.
 - **Lifelong Learning:** We value and promote lifelong learning for students, faculty, and staff. We strive to create a student-centered learning environment that cultivates critical and creative thinking, problem solving, intellectual inquiry, and global awareness. Through continuing development, we expect faculty and staff to be productive workers, responsible decision-makers, and servant leaders. We believe that learning should occur at the organizational level through knowledge sharing and effective communication.
 - **Integrity, Responsibility, and Accountability:** We are collectively committed to advancing our mission ethically and responsibly to earn and preserve the trust of our constituents. We value fair and equitable treatment, participatory decision-making and transparent resource management. We strive to develop an organizational culture that expects high performance and accountability for behaviors, actions and results in a collaborative spirit.
 - **Excellence:** We embrace continuous quality improvement and innovation in all areas of the college. Faculty and staff strive to offer high quality programs and services that respond to the needs of the communities we serve and prepare students for successful careers in an increasingly diverse, global, and technology-driven workplace.
 - **Teamwork:** We believe that cooperative relationships are critical to the vitality and long-term success of our institution. We strategically pursue mutually beneficial partnerships with institutions and organizations to help students learn and advance other institutional priorities. Internally, active collaboration within and between departments and operational areas is encouraged. We believe in the importance of nurturing student-to-student and student-to-faculty/staff interactions as a means of promoting student success.

Strategic Goals:

- Ensure broad access to high-quality innovative educational programs, services and training opportunities for residents of Taos County and Northern New Mexico;
- Improve student retention, persistence, completion and job placement;
- Ensure a safe, sustainable environment that promotes learning, communication, diversity and satisfaction among students, faculty and staff;
- Enhance our physical and technological infrastructure to support changes in the learning and work environment;
- Expand partnerships with regional colleges and universities to provide pathways to advanced degrees to Taos County residents
- Optimize fiscal resources that support the needs and expectations of students and the community;

- Contribute to the economic vitality, workforce development, and job training needs of Taos County and the surrounding region. .

The Faculty's Role in the University's Mission

As stated in the *UNM-Taos Faculty Constitution*, the faculty shall have the right of review and ~~action~~ recommendation in regard to the following:

- Formulation of institutional aims
- Creation of divisions, departments and programs
- Major curricular changes and other matters that affect the institution as a whole
- Standards for admission and graduation and for honors and scholastic performance in general
- Approval of candidates for degrees
- Policies and procedures of appointment, dismissal, and promotion in academic rank
- Academic counseling of students
- Faculty compensation
- General faculty welfare

Actions taken by the faculty shall be subject to the authority of the Branch Executive Director, the Office of the Provost, and the Board of Regents in matters involving finance, personnel, and general policy. (For elucidation of specific procedures and policies, see "The Faculty's Role in the University's Academic Mission," *Regents' Policy Manual*.)

**In this handbook, "faculty," "faculty members," and "instructors" are used interchangeably for all people who teach full- or part-time at UNM-Taos. The term "instructor" does not refer to a professional rank. This handbook does not use the terms "lecturers" or "professors" unless addressing issues of rank. The word "contingent" refers to adjunct faculty.*

Accreditation

UNM has been fully accredited by the North Central Association of Colleges and Secondary Schools since 1922. The university is currently recognized by an extensive list of accrediting organizations in many fields.

Role and Function of UNM Branch Colleges

The University has established branch colleges to serve the citizens of New Mexico more fully and to provide the highest quality of education throughout the state for students in different locations pursuing postsecondary education. Branch colleges respond specifically to the unique needs and multicultural background of the citizens in their respective communities by offering community education programs; career education, including certificate and associate degree programs; and transfer programs that prepare students for upper division entry into colleges and universities. Branch colleges utilize resources in the community and therefore also function as an integral part of the community. The branch campuses of the University of New Mexico are considered fully integrated component colleges, and they are committed to serving the needs of their respective communities in the manner of a comprehensive community college, offering a variety of academic, career, and community service programs. The branch colleges

commit themselves to protect the quality and integrity of all academic curricula, and the main campus commits its resources, whenever appropriate and practical, to the fulfillment of the varied missions of the branches.

Statutory Provisions and Funding of Branch Colleges

The Branch Community College Act (section 21-14-1 NMSA 1978), was enacted in 1957, to provide (a) the first two years of college transfer education or (b) organized career curricula of not more than two years' duration designed to prepare individuals for employment in recognized occupations, or both of the above. New Mexico Commission on Higher Education, a lay-board appointed by the Governor, is responsible for supporting two-year education in New Mexico. Branch colleges are organized by one or more school districts with local public school boards or specially elected advisory boards serving each branch in an advisory capacity. The advisory boards have three major responsibilities: calling elections for local property taxes for annual operating levies and capital outlay general obligation bonds; approving operating budgets; and certifying the local tax levy. Funding for the branch colleges comes from direct State appropriations and local tax levies. Budget requests for the branch colleges are approved by the local advisory boards, the University of New Mexico Board of Regents, and the Commission on Higher Education before being submitted to the Legislature.

UNM Faculty Handbook/University of New Mexico Website

The UNM website allows access to general information, as well as specific policies and procedures. It is located at <http://unm.edu>

The American Association of University Professors

The New Mexico Chapter of the AAUP promotes faculty interests and national AAUP policies in areas of academic freedom and tenure, due process, shared governance, and compensation. For further information, contact an AAUP representative or visit its web-site at www.aaup.org.

Chapter 2: UNM-Taos

History of UNM-Taos

At the request of the Taos Municipal School Board and the Taos Community, the University of New Mexico became the parent institution for what was to become UNM-Taos on July 1, 1993. Operations were governed by New Mexico state statutes, including House Bill 532; Senate Bill 82-Chapter 42, Article 21-14A Off-Campus Instruction Act (March 5, 1982); New Mexico Commission on Higher Education Rule 230; and a joint powers operating agreement among the Board of Regents of the University of New Mexico, the Commission on Higher Education, and the Taos Advisory Board. The Center operated a two-year post-secondary academic and vocational program until July 1, 2003, when UNM-Taos became an official branch college of the University of New Mexico

More details are provided in the Strategic Plan.

Facilities and Programs

In terms of student enrollment and the number of contracted faculty, UNM-Taos has changed significantly since July of 1993. On average, more than 100 faculty members instruct over 1,700 students per semester. In addition, the facilities have increased and the campus, which includes classrooms and office space, has expanded. The programs offered include Associate Degrees and Certificates. Through Extended University, UNM-Taos provides Bachelor of Arts and Masters of Arts degrees. Dual enrollment programs in academic transfer and career technical classes have been established with the support of the local secondary schools.

Program Offerings at UNM-Taos

The University of New Mexico-Taos offers educational programs through its Department of Instruction. Some of the offerings may include:

Academic transfer programs for credit to provide the first two years of high-quality university education. UNM-Taos is authorized to offer any freshman or sophomore course that appears in the UNM main campus catalog as long as an appropriate instructor and facilities can be obtained. In addition, UNM-Taos may design courses that respond to the needs of its students. Most of these courses carry full UNM residence credit as though they were taken on the main campus in Albuquerque.

Thus students enrolled in academic transfer courses may complete most or all of the first two years of their UNM courses at UNM-Taos before continuing their studies at UNM main campus or other institutions. Programs offered include:

- Associate of Arts degrees in: Early Childhood Multicultural Education, Liberal Arts, Fine Arts and Pre-Business Administration.
- Associate of Science in: Education, Nursing and Pre Science
- Associate Applied Science in Digital Media Arts and General Studies

These programs are considered to be transfer programs since all or most of the courses required for them, transfer to UNM or to other four-year colleges and universities.

- Certificates in: Applied Arts and Crafts, Business Computers, Construction Technology, Digital Graphic Design, Human Services, Woodworking, Administrative Assistant, Holistic Health and Healing Arts, Information Technology, Culinary Arts, Dental Assisting, and Integrative Massage Therapy.
- Professional Licensure training in EMT (Emergency Medical Technician) and CNA (Certified Nursing Assistant).
- Introductory Studies courses are offered in academic strategies, math, writing, and reading. These courses are offered through the General Studies Program, which is designed to serve students by helping to strengthen their academic competencies and ensure their successful transition into college-level programs.
- Specialized learning opportunities may be available throughout the year.

Faculty Directory

The Department of Instruction is responsible for updating the faculty directory each semester. Faculty members should update their phone numbers and addresses at the beginning of each semester. Instructors can choose not to have their home phone numbers in the listed in the directory. Students can contact their instructors by leaving a message with the Department of Instruction or in a faculty member's mailbox. UNM E-mail and telephone are additional ways to contact students.

UNM-Taos Website

The UNM-Taos website is <http://taos.unm.edu>. The site is frequently updated and provides current information on all services, programs, and activities.

Faculty Benefits

UNM-Taos faculty members are the recipients of a wide range of benefits, which are briefly described below. For full information regarding benefits, contact the UNM HR Administrator.

- A UNM-Taos faculty member may enroll tuition-free in any lower division course up to four credit hours offered at UNM-Taos during the semester or the session he or she is teaching.
- UNM faculty members are covered by Workmen's Compensation Insurance in the event of a job-related injury.
- UNM faculty who teach .25 FTE (full-time equivalencies) or greater contribute to the UNM ERB retirement plan.
- LOBO cards for identification purposes are available during the fall or spring semesters. Faculty only needs to get a LOBO card once, and it will remain active as long as they are teaching courses.

- University Press publications are available at reduced rates at the Journalism Building on the main campus.
- All UNM faculty are entitled to a free UNM e-mail account. The account will be discontinued after 6 months of non-teaching.

Chapter 3: External and Internal Governance and Organizational Structure

External Governing Bodies

Additional information on the governance and organization of the University of New Mexico and its branch colleges is available from the UNM Faculty Handbook (online at www.unm.edu)

The Board of Regents

The laws of New Mexico provide for a Board of Regents which is responsible for the governance of the University of New Mexico. The Board's power to govern the University includes fiduciary responsibility for the assets and programs of the University, establishment of goals and policies to guide the University, and oversight of the functioning of the University. The Board is comprised of seven members who are appointed by the Governor of New Mexico, with the consent of the Senate, for staggered terms of six years, except for the student regent who is appointed for a two-year term. The Governor and the Secretary of Education are designated as ex-officio, nonvoting members, and the Presidents of the main campus Faculty Senate, Staff Council, Associated Students of UNM, Graduate and Professional Student Association, Alumni Association, and UNM Foundation are nonvoting advisors.

Chief Academic and Administrative Officers

The President of the University is appointed by the Regents and is directly responsible to them. As chief executive officer of the institution, the President directs the administration in carrying out University policy, and he or she has the authority to assign and reassign administrative duties. The six major divisions of the University are headed, respectively, by the Provost/Vice President for Academic Affairs, the Vice President for Student Affairs, the Vice President for Business and Finance, the Vice President for Institutional Advancement, the Vice President for Research, and the Vice President for the Health Sciences. Staff officers reporting directly to the President are the Director of the Office of Equal Opportunity, the Director of Internal Audit, the University Counsel, the Executive Affairs Officer, the Special Assistant to the President for Diversity Initiatives, the Assistant to the President, and UNM Branch Executive Directors.

UNM Academic Departments/Programs

Most courses offered at UNM-Taos must first be approved by the appropriate department chair or program manager at main campus. Most degree-program course offerings are contingent upon main campus review and approval.

UNM Faculty Senate

The UNM main campus Faculty Senate acts for the entire faculty in coordinating faculty governance at the University of New Mexico. The Senate exercises the faculty's responsibilities for education, care of students, their contributions to the academic excellence of the University, and to an environment in which all members of the campus community are free to learn and communicate. The policies and procedures by which this is governed, the Faculty Constitution and Faculty Assembly By-laws, as well as personnel policies regulating sabbatical leaves, promotion, and tenure, are found in the UNM Faculty Handbook. The faculty at each branch college elects a member to represent that branch on the UNM Faculty Senate. In addition, branch faculty may serve on several different UNM Faculty Senate committees. Branch faculty may also establish a branch specific faculty senate.

UNM-Taos Advisory Board

The UNM-Taos Advisory Board serves as an advisory body to UNM-Taos. Although it gives preliminary approval to the budget and can call for elections, policies and procedures regarding the administration, educational programs and services at UNM-Taos, these are ultimately set by UNM.

Internal Governing Bodies

Administrative Leadership Team

The Administrative Leadership Team is made up of the UNM-Taos Executive Director, Dean of Instruction, Director of Business Operations, Director of Student Affairs, Director of Development, and representatives of various areas as needed. This team regularly reviews a variety of university issues, including policy design and implementation, strategic planning, community outreach, and curricular offerings.

Faculty Assembly

All faculty comprise the Faculty Assembly. The Faculty Assembly meets twice a year at Faculty Orientation to voice ideas and concerns and to vote on faculty-related matters.

Faculty Senate

UNM-Taos Faculty Senate encourages faculty involvement in governance. Election to the Senate is possible for all current instructors appointed by UNM-Taos to teach credit-bearing courses and instructors similarly appointed in the previous year. Faculty Senate members are elected in the fall by the Faculty Assembly and can serve up to two years.

If one has taught the previous semester, one is eligible to serve as a Senator even if they are not teaching in the semester elected. To be eligible, faculty must teach at least one semester in an academic year. In addition, faculty members may attend Senate meetings and participate in Senate standing or ad hoc committees.

Complete details are provided in the constitution of the Faculty Assembly UNM-Taos

Staff Council

The UNM-Taos Staff Council is made up of elected staff members to serve as representatives to the administration on staff-related issues. It is the branch equivalent of the 60-member UNM Staff Council, which represents staff employees as a voice in the governance of the university.

Student Government

The UNM-Taos Student Government encourages student participation in university affairs, advocates on behalf of students, oversees funds and student groups and seeks to ensure the rights of all students at UNM-Taos.

UNM-Taos Committees and Task Forces

Faculty members are strongly encouraged to volunteer to serve on committees and task forces. Ad hoc and search committees also need the help of faculty and can be volunteered for as a service to the institution. Contingent instructors can volunteer to serve by seeing their Area Coordinator, Department Chair, or the Dean of Instruction.

Central Administration: Executive Director of UNM-Taos

The Executive Director of UNM-Taos is hired by the UNM President, in consultation with the advisory board, and reports to that office.

Responsibilities of the Executive Director include:

- Providing leadership, direction, and planning for the College;
- Representing the College at local, state, and national levels;
- Working with the Advisory Board;
- Serving as the chief liaison between the College and UNM in establishing educational and administrative policies, procedures, and guidelines;
- Working with the State Legislature and the NM Department of Higher Education;
- Maintaining and managing effective financial, physical, and human resources to support the College's mission and goals;
- Chairing the Administrative Leadership Team.

Business Operations

The Office of Business Operations provides support services for University personnel, including computer and technology, custodial and maintenance, motor pool, security, and financial payments and reimbursement.

Human Resources

The Human Resource Department at UNM-Taos provides advice, service and assistance to staff and faculty with respect to policies, regulations, and procedures regarding equal opportunity/affirmative action; employment, recruitment and hiring options; compensation, labor relations, performance management and disciplinary procedures; and employee benefits, and training.

Physical Plant

The Office of Physical Plant is responsible for the operation and maintenance of all University facilities, including buildings, grounds, landscape, vehicles, utilities, and custodial services.

Business/Cashier's Office

The Business and Cashier's office processes all financial transactions, including reimbursement, financial aid disbursement, and tuition payments.

Computer Services

The IT Administrator is responsible for the oversight and proper functioning of the computer networks serving UNM-Taos.

Electronic Bookstore

UNM-Taos utilizes an online bookstore. Instructors give textbook order forms to their Department Chairs, who then pass them along to the Department of Instruction. Students order books online directly from the publisher or other source.

Registrar/Admissions/Financial Aid

This office oversees the admission and registration of students to the University and the awarding of financial aid scholarships. In addition, it coordinates payment plans, student records, transcript requests, and FERPA (Federal Education Rights of Privacy Act) training.

Student Academic Advising

UNM-Taos employs full-time academic advisors who are responsible for informing students of their academic status and course requirements.

Institutional Research and Development

This team acts as a clearinghouse for data about UNM-Taos. Many requests for information about UNM, both external (e.g., the legislature, the public, outside agencies) and internal (e.g., the Executive Director, Student Affairs and Student Enrollment personnel) are handled by IRD. In addition to analyzing data and developing infrastructure processes, the IRD engages in special studies (e.g., learning outcomes) and surveys.

UNM-Taos Community-Based Programs

UNM-Taos oversees a number of academic programs that provide support for students, staff, and the greater community. Customized Training is offered to community businesses for specialized employee training as defined by the individual business.

Extended Learning – Bachelors & Graduate Programs

All upper-division courses at UNM-Taos are offered through Extended University, UNM's distance education program. Extended University allows for the delivery of instruction in traditional classroom environments, as well as through a variety of technologies, including televised programming via satellite, ITFS, or video conference

applications. Courses offered through correspondence and online through the Internet broaden the choices for students beyond the limitations of a physical location or set schedule. Courses are offered in many subject areas and disciplines, including Engineering, Education, Nursing, and Public Administration. Additionally, a host of courses, many of which meet BIS (Bachelor of Integrative Studies) requirements are offered from the College of Arts and Sciences, some of which include English, Psychology, Anthropology, Chemistry, Economics, and Mathematics.

- **Bachelor Degrees:** Business Administration, Communications, Dental Hygiene, Elementary Education, Early Childhood & Multicultural Education (ECME), Medical Laboratory Sciences, Nursing (RN to BSN), Radiologic Sciences, Liberal Arts – Integrative Studies (formerly BUS)
- **Master Degrees:** Dental Hygiene, Educational Leadership, Electrical & Computer Engineering, Language, Literacy and Sociocultural Studies (LLSS), Nursing, Organization, Information & Learning Sciences, Public Administration – Health Administration
- **Doctoral Degree:** Nursing

Kids' Campus

UNM Taos offers day care and child support services through the Kids' Campus. Detailed information can be found on the UNM-Taos website.

The Family Resource Center

The Family Resource Center is an Early Childhood Training and Technical Assistance Program funded by the New Mexico Children, Youth and Families Department. It offers free training, early care/resource referral, advocacy and support to individuals and groups who have children or work with children. It serves Taos, northern Rio Arriba and the Moreno Valley of Colfax counties. More information is available at the UNM-Taos website.

The Department of Instruction

This department is overseen by the Dean of Instruction and is operated by the Instructional Staff. The Dean chairs the Academic Council, which includes the Coordinators of each Area. The entire lower-division curriculum falls under the purview of this department, as do the Library/Learning Resource Center, ABE-GED, Kids' Campus and affiliated instructional programs.

Dean of Instruction

The Dean of Instruction is responsible for all educational programs, faculty, academic and support services. Duties include:

- providing oversight of the campus library and Adult Basic Education;
- serving as principal investigator for instructional grants;
- coordinating class schedules and campus catalog;

- approving course and faculty assignments submitted by Department Chairs and Area Coordinators
- managing the instructional budget;
- coordinating faculty orientation;
- developing annual goals and objectives for the Department of Instruction;
- overseeing the hiring and evaluation of faculty;
- chairing the Academic Council and serving on the Administrative Leadership Team;
- ensuring the smooth operation of the day-to-day instructional operations;
- overseeing academic processes for accreditation;
- participating in promotional/recruitment/retention activities;
- interacting with UNM departments and state/community entities as related to instructional matters;
- serving as "second in command" to the Executive Director during his or her absence as requested;
- sits on the UNM Dean's Council.

Instructional Staff

Manage and execute administrative, operational and support activities connected with the Department of Instruction. Report to the Dean of Instruction, serve as the principle point of contact with internal and external constituencies. Provide direct staff support to Department, provide specialist administrative services.

Library/Learning Resource Center

The Library is staffed by information specialists and paraprofessional assistants. Books may be borrowed for two weeks and renewed for an additional two weeks barring no holds. Audiovisual materials may be borrowed for one week and renewed by request for a second week.

Although newspapers and reference materials do not circulate, magazines may be checked out for three days. Up to five items may be borrowed at one time. Materials acquired through interlibrary loan may be checked out for two weeks. Faculty with a Lobo card may also use the Zimmerman and UNM libraries. In addition, faculty may obtain a Library Passport Certificate from the UNM-Taos library staff for use at all other New Mexican college and university libraries. The Learning Resource Center, adjacent to the UNM-Taos library, includes computers with access to the Internet, WebCT sites, and various academic databases. Instruction in information literacy and technology and other library/information services is provided by the professional library staff per request of the instructor. Students are encouraged to have one or two topics in hand to facilitate the research process.

Dual Credit

This program enrolls qualified students at area secondary schools to enroll in UNM-Taos college-credited academic & career technical courses on campus and online while attending high school. These post-secondary courses taken in tandem with the

secondary-level curriculum may transfer to most colleges and universities in fulfillment of core curriculum requirements.

Structure

The academic structure of UNM-Taos is composed of three Areas, each headed by an Area Coordinator. Within each Area are Departments, each headed by a Department Chair. The structure is outlined below.

Core Transfer Area

- Writing and Speaking
- Science and Mathematics
- Social and Behavioral Sciences
- Humanities
- Foreign Languages
- Fine Arts
- Education
- Early Childhood and Multicultural Education

Health Sciences Area

- Integrative Health/Medical Massage/Yoga
- Emergency Medical Services
- Associate Degree in Nursing
- Nurse Assistant Program
- Dental Assistant Program
- Health Extension and Education
- Physical Conditioning

Business and Professional Skills Area

- Business Management
- Small Business Development Center
- Arts and Crafts
- Computer Technology
- Culinary Arts
- Construction Technology
- Fine Woodworking

Student Support Services Area

- Center for Academic Success & Achievement (CASA)
- Library
- Kids' Campus
- Adult Basic Education (ABE)
- Family Resource Center

Area Coordinators are appointed for one academic year. They are appointed by the Executive Director and Dean of Instruction and serve at the pleasure of the Dean of Instruction. The Coordinator has two primary responsibilities:

- to work with campus colleagues to put the college's academic and career technical resources to best use;
- to provide leadership in identifying, prioritizing, and carrying out the tasks of the department.

Department Chairs assist in the day to day management of each department within an area. The following summarizes their responsibilities:

- liaising with faculty and departmental meetings;
- collecting and evaluating syllabi;
- revising and developing curriculum;
- evaluating and selecting text books;
- assisting with hiring of adjunct faculty in their department
- attending professional development activities;
- participating in peer faculty evaluation procedures;
- resolving faculty/staff/student and other immediate personnel issues;
- advising students in program-related issues;
- mediating student-teacher conflict;
- attending meetings and serving on a major campus projects;
- serving on committees and task forces.

Chapter 4: Federal and State Policies at UNM-Taos

Affirmative Action

The University of New Mexico-Taos commits itself to a program of affirmative action to increase access by, and participation of, traditionally underrepresented groups in the University's education programs and work force. It is the policy of the University in the case where a vacant position falls within a job group that is determined to have underutilization, that the hiring officials give preference for selection to a finalist who is a member of the underrepresented group, provided his/her qualifications and past performance are substantially equal to other finalists.

Anti-Harassment

It is the policy of the institution to prevent and eliminate forms of unlawful harassment in employment and educational settings. The University prohibits harassment of employees by supervisors or co-workers and harassment of students on the basis of race, color, religion, national origin, physical or mental disability, age, sex, sexual preference, ancestry, medical condition, or other protected status. The University makes special efforts to eliminate both overt and subtle forms of sexual harassment.

Equal Education Policy

The University of New Mexico is committed to providing equal educational opportunity and forbids unlawful discrimination of any protected class. Equal educational opportunity includes: admission, recruitment, extracurricular programs and activities, housing, health and insurance services and athletics. In keeping with this policy of equal educational opportunity, the University is committed to creating and maintaining an atmosphere free from all forms of harassment.

Equal Employment Opportunity

University policy, state and federal law regulations forbid unlawful discrimination in recruiting, hiring, training, promoting, and all other terms and conditions of employment. All personnel policies, such as compensation, benefits, transfers, layoffs, terminations, returns from layoff, University-sponsored training, education, tuition assistance, social, and recreation programs will be administered to afford an equal employment opportunity to all individuals.

Reasonable Accommodation

The University makes reasonable accommodation to all qualified students, employees, applicants or program users. Qualified individuals should contact the Office of Equal Opportunity or the Office of Accessibility Services for information regarding accommodations. The University of New Mexico is committed to the recognition and the proactive pursuit of compliance with the Americans with Disabilities Act of 1990 (ADA).

Immigration Reform and Control Act of 1986

In order to comply with the Immigration Reform and Control Act of 1986, UNM-Taos faculty members are required to verify employment eligibility by completing an I-9

Form. Completion of this form is coordinated through the UNM Taos Human Resources (HR) department.

Family Educational Rights and Privacy Act (FERPA)

Faculty are required by federal law to preserve and protect student confidentiality. FERPA prohibits the public exposure of a student's ID number or Social Security number (if different) in the public posting of grades, or the open availability of course-related or personal information to other students or outside individuals (including parents, without a student's permission). Each faculty member should complete FERPA training.

Worker's Compensation

All faculty members at UNM-Taos are covered by Worker's Compensation. On-the-job accidents, including those that do not require immediate medical attention, must be reported to the Associate Director of Business Operations as soon as possible.

Retirement Fund

All faculty members of New Mexico public schools or universities who teach four or more credits per semester or session contribute to the New Mexico Educational Retirement Fund. Faculty members who teach three or fewer credit hours per semester may elect to contribute to the Educational Retirement Fund. If you wish to contribute on a noncompulsory basis, contact the UNM-Taos HR department to complete the proper forms.

Copyright Infringement

Faculty must familiarize themselves with and abide by the special copyright infringement regulations and conventions that apply in academic settings. Faculty should be familiar with copyright guidelines. More information can be obtained from the Department of Instruction.

Chapter 5: Policies, Procedures and Processes

General University Policies

General Safety

Faculty members are responsible for practicing, and requiring their students to practice, safety procedures appropriate to their particular class. Faculty must not conduct UNM-Taos activities or allow any student to conduct activities that violate recognized safety procedures or compromise the welfare of students. Faculty must immediately report any suspected safety hazards in facilities or equipment to the Physical Plant Manager. Every faculty member teaching in a laboratory environment is required to read the UNM-Taos Safety Manual, the UNM main campus Hazardous Materials Guidelines and the UNM-Taos Chemical Hygiene Plan, and to sign and return a Safety Agreement to the Business Manager before his or her initial class meeting. Copies of these manuals will be loaned to laboratory instructors and are available from the Library.

Snow Days

Cancellation of University operations will be announced on the local radio or recorded on the campus information and snow line at 575-737-6222. Students, faculty, and staff are not expected to take unnecessary risks with their personal safety due to inclement weather. Faculty who cannot meet their regular schedule should notify their Department Chair and work with the Department of Instruction to notify all students as early as possible. Class cancellation notices will be posted on classroom doors. Arrangements to make up any canceled session should be made at the next regularly scheduled meeting.

Observed Holidays

Observed holidays and school breaks will be identified and listed in the Fall and Spring Schedule of Classes and on the website.

Eating and Drinking in the Classroom

Except for educational purposes, food and beverages are prohibited in the UNM-Taos classrooms, laboratories, and facilities. Food may be consumed in the UNM-Taos Student Lounge(s). If food and beverages are allowed, the Instructor is responsible for cleanup.

Restricted Activities

Individuals are prohibited from using roller skates, roller blades, or other wheeled vehicles (except those necessary to assist individuals with physical impairments) and/or motorized vehicles in pedestrian areas of the campus. All motorized and wheeled vehicles should be parked in designated areas of the parking lots. Anyone violating this policy is subject to disciplinary and/or legal action. Vehicles parked in unauthorized areas may be towed at the owner's expense.

Presence of Animals

Except for educational purposes, individuals are prohibited from bringing animals onto campus or into campus buildings (except for those animals necessary to assist with special needs). Anyone violating this policy is subject to disciplinary and/or legal action. Use of an animal for class purposes should be arranged through the Department of Instruction.

Smoking on University Property

TOBACCO FREE CAMPUS

Effective Date: August 1, 2009

1. General

The University of New Mexico-Taos is committed to wellness, prevention, and providing a healthy environment in which to learn, work, and visit; therefore, smoking and the use of tobacco products are prohibited on all University property authorized by the University Campus Director. This policy applies to cigarettes, cigars, pipes, smokeless tobacco, all other tobacco products, and other legal smoking preparations such as hookahs and clove cigarettes. This policy applies to vehicles on University property and all property owned, leased, operated, or under the control of UNM-Taos.

2. The Dee Johnson Clean Indoor Air Act, section 24-16-1 et seq. NMSA 1978 has been adopted by the State Of New Mexico.

Tobacco use is the single, chief, avoidable cause of death and disease in our society. Thirty percent (30%) of all cancers are caused by tobacco use. Environmental Tobacco Smoke (ETS) has been shown, through research and field studies, to be a harmful air pollutant containing over 4,000 chemicals, including more than 50 that are known to cause cancer. The National Toxicology Program estimates that at least 250 chemicals in secondhand smoke are known to be toxic or carcinogenic. Exposure to secondhand smoke has been shown to cause lung cancer, coronary heart disease, and other respiratory problems in nonsmoking adults and children, and the Surgeon General has concluded there is no risk-free level of exposure to secondhand smoke; even small amounts can be harmful to an individual's health. The National Cancer Institute states that smokeless tobacco, including chewing tobacco and snuff, contains twenty-eight (28) different carcinogens proven to cause cancers of the lip, tongue, cheeks, gums, and the floor and roof of the mouth and other diseases of the mouth.

3. Compliance and Cooperation

The success of maintaining a tobacco free campus requires thoughtfulness, consideration, and cooperation between smokers and nonsmokers. Members of our campus community are empowered to respectfully inform others about this policy in an ongoing effort to enhance awareness and encourage compliance. Enforcement of this policy will depend upon the cooperation of all faculty, staff, students, and visitors not only to comply with this policy, but also to encourage others to comply with the policy, in order to promote a

healthy environment in which to work and study. Repeated and/or serious violations by students and visitors can be referred to the Dean of Students for review and action under the Student Code of Conduct and the Visitor Code of Conduct. Repeated and/or serious violations by faculty and staff should be referred to the cognizant dean, director, or department head. Students, faculty, and staff violating this policy are subject to disciplinary action. Those having difficulty complying with these restrictions are encouraged to seek assistance from the resources listed in Section 4.1. and 4.2. herein.

4. Education, Support Groups, and Services for Smokers and Users of Tobacco Products

In light of the numerous adverse health effects associated with active smoking and tobacco use, the University will provide educational services and assistance to faculty, staff, and students about the hazards of smoking and tobacco use and information and services on quitting. The University encourages support groups on campus for smokers and users of tobacco products in the process of cutting down or quitting. In addition to consulting with their own health care providers, students, faculty, and staff may get assistance from the following University programs.

4.1. Students

Students may contact the University Student Health and Counseling Center (SHAC) for information and programs on quitting. Additional information may be obtained from the Campus Office of Substance Abuse Prevention (COSAP).

4.2. Faculty and Staff

Assistance in quitting is available for faculty and staff through the University Employee Health Promotion Program. Additional information may be obtained from the University Counseling Assistance and Referral Service (CARS) and the Campus Office of Substance Abuse Prevention (COSAP). Faculty and staff covered by health insurance may contact their health care provider for benefits available under their health plan.

Policy on Illegal Drugs and Alcohol

This Policy on Illegal Drugs and Alcohol is adopted pursuant to federal laws and because of UNM's commitment to an environment for the pursuit of its educational mission free of illegal drugs and the illegal use of alcohol. Drug and alcohol abuse on campus poses a serious threat to the health and welfare of faculty, staff, and students; impairs work and academic performance; jeopardizes the safety and well-being of other employees, students and members of the general public; and conflicts with the responsibility of the University of New Mexico to foster a healthy atmosphere for the pursuit of education, research, and service. This policy covers all property owned, used, leased or controlled by the University of New Mexico, or any other site where official University business is being conducted. "Controlled substances: means those substances in 812, and implementing regulations, 21 CFR 1308.11-1301.15." Controlled substances include, but are not limited to, marijuana, cocaine (including "crack"), amphetamines, heroin, PCP, hallucinogens, and certain prescription drugs. Illegal uses of alcohol include, but are not

limited to, serving, buying or drinking alcohol by a minor; assisting a minor or an intoxicated person to get alcohol; selling alcohol without a license and driving while under the influence. The policy is not intended to supersede or negate any existing policies on substance abuse, student or employee discipline, or any additional requirements imposed on the University of New Mexico or its students, faculty, or staff by federal or state law. Alcohol is allowed for educational purposes.

Weapons Prohibited on University Property (Policy 2210: Campus Violence – 2.1)

Law enforcement officers, in the performance of their authorized duties, may carry weapons on campus. ROTC students conducting required and supervised drills may carry inoperable weapons only for the purpose of those drills.

With the foregoing exceptions, no person may use or possess a weapon on any part of campus. For the purpose of this policy, weapons include, but are not limited to, firearms, ammunition or other dangerous weapons, substances, or materials, bombs, explosives, or incendiary devices. Persons with such weapons, materials, or devices must enter campus at the closest point to the Campus Police Office and deposit all weapons or materials at that office for the duration of their stay. Dangerous substances and materials used for University business, such as research, must be authorized in advance by Safety & Risk Services.

If any person does carry such weapons and/or materials on campus, the weapons and/or materials may be impounded by a law enforcement officer for the duration of the person's stay on campus and the person may also be subject to appropriate disciplinary and/or criminal action.

Emergencies

All faculty members are expected to react in a professional manner in case of an emergency or accident. A faculty member who witnesses or is involved in an emergency or accident while on the UNM-Taos campus or while engaged in a UNM-Taos activity, on or off campus, must fill out an Incident Report and submit it to the Physical Plant Manager. Personal injury or property damage resulting from such an incident must be reported in writing. In case of a medical emergency or one requiring physical restraint, call 911.

School Computer Policy

The University of New Mexico provides computing services to University faculty, staff, students, retirees, and specified outside clients of the University. These services may be used only for furthering the education, research, and public service mission of the University and may not be used for commercial purposes or profit-making. UNM-Taos follows the same policies as UNM main campus regarding the personal use of computing services.

The use of University computing services is a privilege. Users who have been granted this privilege must use the services in an appropriate, ethical, and lawful manner. Unauthorized

access is prohibited and may be monitored and reported to the proper authorities. For the purposes of this policy, computing services include all University information and systems using hardware, software, and network services including computer resources entrusted to the University by other organizations. The University reserves the right to sanction a user if it is determined, after an investigation by the appropriate office, that the user violated federal or state law or University policy by misusing University computing services. In addition to other standards listed in this policy, examples of misuse include, but are not limited to:

- attempting to defeat or circumvent any security measures, controls, accounts, or record-keeping systems;
- using systems for unauthorized access;
- intentionally altering, misappropriating, dismantling, disfiguring, disabling, or destroying any computing information and/or services;
- using computing services for workplace violence;
- using computing services for unlawful purposes including fraudulent, threatening, defamatory, harassing, or obscene communications;
- invading the privacy rights of anyone;
- disclosing or using nonpublic information for unauthorized purposes;
- disclosing student records in violation of FERPA;
- accessing medical information about a patient, employee, or student without having a legitimate and authorized University purpose;
- disclosing or transmitting any identifiable medical information except as permitted by University policy and applicable state and federal law and regulations; or
- violating copyright laws.

General Faculty-Related Policies

Faculty Collegiality

In order to foster a spirit of collegiality, faculty members are encouraged to communicate with administrative staff and other faculty on a regular basis. Department meetings, Faculty Orientation, and faculty development activities are designed to encourage interaction among members of the UNM-Taos community.

Ranks and Titles

Each faculty member in the UNM-Taos system has a title dependent upon employment status. Full-time faculty are retained from academic year to academic year or have signed a nine-month renewable contract. Contingent faculty are hired on a semester basis. Lecturer ranks are subdivided into three levels: Lecturer I, Lecturer II, and Lecturer III. Tenure track faculty are Assistant Professors and tenured faculty may be Assistant Professors, Associate Professors or Professors.

Academic Freedom

UNM-Taos subscribes to the policy safeguarding academic freedom as stated in Section B of the UNM Faculty Handbook.

Access to Faculty Personnel Files

The Department of Instruction maintains a file for each instructor who teaches full or part-time at UNM-Taos or in its affiliated instructional programs. All faculty members may review the contents of their file at any time. Each file may contain that instructor's curriculum vitae, copies of syllabi, course approvals, pay contracts, textbook order forms, payroll information, student evaluation results, departmental and program evaluations, and all recorded information pertinent to that instructor's affiliation with the institution.

UNM-Taos follows UNM policy on disciplinary actions and their effect on the employee's personnel files.

Confidentiality of Faculty Records

The following information regarding faculty members is considered confidential and will not be released to the public for any reason:

- records relating to illness, injury, disability, inability to perform a job task, and sick leave;
- letters of reference, whether obtained by a promise of confidentiality or not;
- letters, memoranda, or other items containing an expression of opinion concerning the faculty member and his/her performance, however obtained;
- proposed salary, employment, or rank determinations which have not been made final;
- any item deemed confidential by law.

Records or information may be made available only to University employees who have an official role in the evaluation of a faculty member for purposes of employment, rank, status, salary, or other such decisions, and to staff members who require access in order to perform required duties. Faculty members have the right to review their file and to challenge inaccuracies or rebut statements.

Curricular Policies

Course Proposal Submission

Faculty who wish to propose a new lower division course or a course not currently offered should submit an outline or sample course syllabus to the appropriate department. If the course exists in the UNM catalog, the course description should include the catalog description. The Department Chair should be sure that the suggested textbook in the proposal ~~are~~ is acceptable to the department or program that offers the course at main campus. Instructors are strongly encouraged to recruit students for their class(es) and should discuss recruiting methods with their Department Chairs. Course offerings are contingent upon program requirements, the availability of funds, and approval by the appropriate Department Chair and the Dean of Instruction. Suggestions on curriculum changes and new academic programs are welcomed by the appropriate Department Chair, Curriculum Committee and Dean of Instruction.

Course Approval, Scheduling, and Cancellation

Selected course offerings are approved by the Dean of Instruction in collaboration with the Department Chairs. Course offerings are based on degree preparation and/or completion options to those enrolled in programs, clearly identified educational needs in the geographical area, and the objective of offering a range of curricula choices. All course offerings are subject to institutional constraints and enrollment restrictions. Not all classes are offered every semester.

The decision to cancel a course is made by a group that includes the Branch Registrar, and the Dean of Instruction, who should have previously consulted with Department Chairs and the Academic Advisors. It is the policy of UNM-Taos that a minimum enrollment of 13 students is required to proceed with a course offering (concurrent and contract training courses have varied enrollment requirements). Depending on available resources, some exceptions are made based on the following criteria (from highest to lowest priority):

1. Academic core classes (transferable) and program core courses (Associate and Certificate) needed for degree completion.
2. Introductory Studies (IS) and other remedial courses.
3. Course history – consideration of start-up and long term status.
4. Optimal access – maximum choices of day and time.
5. Classes required fulfilling regular faculty contracts.
6. Electives – both academic and career technical.
7. Non-program (stand-alone) courses.

Equivalency of Course Offerings

UNM-Taos faculty who teach courses that have main campus counterparts will be advised of and should conform to the degree of equivalency required for the course taught. The degree of syllabus, text, and content equivalency required varies from course to course and from department to department. The Department Chair will advise faculty of the equivalency requirements for a particular course.

Textbooks

Faculty members who are teaching different sections of the same course are encouraged to adopt a single primary text (or texts) in consultation with their Department Chair. In some specific program courses, instructors may be required to use an already adopted text. Department Chairs will advise faculty members on text selection and may choose a course text for instructors hired after book-order deadlines. Returning faculty members will submit textbook order forms to either their Department Chair or the Department of Instruction by the announced deadline.

Appointment and Retention of Faculty

The UNM-Faculty Handbook mandates that each branch develop a detailed statement of standards and procedures in the appointment and re-appointment of all faculty. The UNM-Taos statement is to be created by the Taos Faculty Senate and approved by the

Taos Faculty Assembly, the Administration, the Office of the Provost, and the UNM Faculty Senate. It should include (1) an Introduction quoting the section on appointments and retention in branch colleges from the UNM Faculty Handbook, (2) Appointment Standards and Procedures, (3) Retention Standards and Procedures. Any policies and procedures not mentioned here specifically shall be governed by the policies of the UNM main campus faculty handbook.

Overview

UNM-Taos is committed to providing the best possible undergraduate instruction. Each semester contingent members of the faculty are selected from a highly qualified pool of potential instructors. To create instructional continuity, UNM-Taos, in compliance with OEO guidelines, will make an effort to rehire effective instructors. However, UNM-Taos is under no explicit or implied obligation to select instructors based on previous or current employment.

In consultation with the appropriate Dean of Instruction, and Department Chairs, the appointment process consists of three steps: 1) application with course proposal and interview, 2) selection and tentative course assignment, and 3) enrollment response and confirmation of course assignment. Instructors who accept faculty appointments explicitly agree to abide by the conditions of their contracts and to follow the policies and procedures detailed in this handbook.

Professional Credentials of Faculty

In order to retain its North Central Association accreditation, UNM must require faculty members to have appropriate academic or professional credentials. A prospective instructor's vita will be forwarded to the appropriate UNM academic department for qualifying credential evaluation.

Selection and Hiring of Contingent Faculty Members

The Department Chair, in collaboration with the Dean of Instruction, is responsible for selecting and hiring contingent faculty members each semester. Faculty positions are advertised annually or as needed. New appointments and re-appointments are made with attention to a variety of constraints, including budget, enrollment, teaching evaluations, OEO guidelines, programming needs and approval by the appropriate department at the main campus.

Following confirmation that a course will be taught (usually based on enrollment information gathered the week before the semester begins), each contingent faculty member will sign a contract at the Department of Instruction. Upon hiring, all contingent faculty members will receive an Employee Payroll Packet containing the following: W-4 forms, retirement forms, employee demographic form, a professional profile, NM-ERB, I-9, and an Auto-Deposit form. All of these forms should be completed and given to the Department of Instruction so that a payroll account may be set up.

Selection and Hiring of Full-Time Faculty Members

Full-time faculty positions are advertised nationally; a search committee will evaluate the application materials of the applicants, forwarding the files of top candidates to the Dean of Instruction. These top candidates are then invited for an interview and are asked to offer a lecture. The decision to make an offer is made by the hiring officer, usually the Dean of Instruction, in consultation with search committee members, the Executive Director, and the University community at large who are invited to attend the candidate's lecture. Upon hiring, faculty members will receive the employee payroll packet described above.

Rehiring/Dismissal of Full-Time Lecturers

Full-time lecturers are rehired from year to year based on performance evaluations, sufficient funding, and other considerations deemed important to the Dean of Instruction. Written notification of a full-time lecturer not continuing to serve in that capacity will be given according to the following minimum periods of notice: (1) not later than March 31 of the first academic year of service, or (2) not later than December 15 of the second and subsequent years of service (*UNM Faculty Handbook*, Section B3 3.4.2) The instructor in question has the opportunity to contest the decision in writing to the appropriate Department Chair and to the Dean of Instruction. The final decision after reviewing all facts will be made by the Dean of Instruction.

Faculty Review and Evaluation Procedures

Purpose and Standards of Review

The purpose of the review is to enable the Department of Instruction to consider ongoing employment of faculty and to inform faculty members of the performance areas considered to be of importance. In the case of full-time faculty, the performance review is also used to decide whether or not to continue that faculty member's appointment. The review entails evaluation of the faculty member's achievements in the four categories detailed below under 'Standards for Tenure &/or Promotion -Performance Criteria', according to the standards specified by the faculty member's program, academy, and the Department of Instruction. The review requires identification of the specific areas of strength and concern demonstrated by the faculty member and the evidence supporting conclusions to that effect. The aim of the required identification of areas of strength and concern is to give the faculty member a clear picture of the performance levels by which he or she is to be judged and offer the opportunity to address areas of concern prior to subsequent reviews. A faculty member who performs well should be rewarded, and one who performs inadequately should seek to improve.

Review of Faculty Members

One of the most important responsibilities of Department Chairs is their participation in collaboration with the Dean of Instruction in procedures for the annual review of colleagues. The review process encompasses all faculty positions including full-time, part-time, and contingent faculty members. It is expected that when a faculty member's

academic performance and qualifications are reviewed, the process will be conducted objectively and the faculty member being reviewed will be guaranteed due process as set forth in this policy.

In preparation for the annual review, each full-time faculty member shall assemble a file/portfolio including:

- statement by the faculty member of professional goals and progress toward achieving them;
- updated curriculum vitae;
- classroom materials in portfolio form including sample syllabi, videos, assignments, and other materials reflection teaching performance;
- teaching evaluations by students;
- peer evaluations by colleagues;
- self-evaluations;
- supervisory evaluations performed by their immediate supervisor.

All faculty members will be reviewed annually in areas which may include their 1) teaching; 2) service to university, community, and discipline; 3) professional development; and 4) personal characteristics (see “Performance Criteria” below). Each reviewer will summarize each component and the written review provided to the faculty member. If earlier reviews have identified specific deficiencies, special attention should be paid to the progress made toward remedying them. The reviewers shall discuss each annual review report with the faculty member before the end of that semester. The faculty member shall acknowledge receipt of the report and may provide a written response. This report and any response shall be forwarded to the Dean of Instruction and filed with the Department of Instruction. Department Chairs, Area Coordinators and the Dean of Instruction may consult any person or call upon their own personal knowledge of the instructor in formulating any recommendations or decisions resulting from the review.

There are six types of review of continuing faculty: (1) the annual review of probationary faculty, (2) the mid-probationary review, (3) tenure review, (4) the reviews for advancement in rank (promotion), (5) the annual review of tenured faculty (i.e., post-tenure review), and (6) the annual review of continuing non-tenure track faculty (i.e., lecturers, instructors, etc.). In addition, UNM-Taos provides for the evaluation of contingent faculty in their first two semesters of teaching and annually thereafter. Mid-probationary, tenure and promotion reviews, in contrast to annual reviews, necessarily involve evaluation at three levels: Department of Instruction/Dean, Branch Executive Director, and the University (i.e., Office of the Provost/Executive Vice President for Academic Affairs).

Branch college policies and procedures for formal review shall include the following provisions:

- annual review of probationary faculty;
- general sequence and procedures for mid-probationary, tenure, and promotion reviews;

- general policies relating to faculty reviews ;
- preparation of the dossier for mid-probationary, tenure, and promotion reviews ;
- specific provisions for mid-probationary review ;
- specific provisions for tenure review ;
- specific provisions for advancement in rank: promotions ;
- post-tenure review ;
- annual review of continuing non-tenure-track faculty.

Continuing non-tenure-track faculty appointments at the branch colleges will normally be at the rank of Lecturer. At UNM-Taos these reviews may be carried out at the Department Chair level and/or by the Dean of Instruction. The procedures for reviewing continuing non-tenure-track faculty are described herein.

Because the mission and structure of UNM-Taos differs from those of the main campus, policies and procedures governing faculty reviews shall include some provisions that do not appear in the UNM Faculty Handbook. These provisions shall include, but need not be limited to, the following:

- review of career-technical faculty Career technical Instructors shall be evaluated using whichever criteria the evaluator considers most relevant from those listed below under ‘Performance Criteria’.
- Review of faculty holding appointments in two or more Instructional Areas.

For faculty teaching in two or more departments, the evaluation shall be performed as follows:

- by the Area Co-ordinator if all of the instructor’s departments fall in one Instructional area
- by the Dean of Instruction if the instructor’s departments fall in more than one Instructional area

In either case, the person conducting the evaluation shall solicit comments from the chairs of all departments the instructor teaches in.

Tenure and Promotion of Faculty

The UNM Faculty Handbook mandates that each branch college develop a detailed statement of its policies on tenure and promotion. The UNM-Taos statement is to be created by the UNM-Taos Faculty Senate and approved by the UNM-Taos Dean of Instruction, Senior Administration, Faculty Assembly, the Office of the Provost, and the UNM main campus Faculty Senate. The following contents are in line with the requirements of the UNM Faculty Handbook and specifically pertain to the UNM-Taos branch campus.

Introduction

The University of New Mexico-Taos is committed to the purposes of the tenure system and to creation of faculty appointments that carry tenure. It is incumbent upon the UNM-

Taos Faculty Senate to periodically review and revise its standards and procedures for tenure and promotion.

The purpose of having tenured faculty at UNM-Taos is to provide academic integrity and stability. The Taos branch affirms the University of New Mexico's commitment to the purposes of the tenure system, as stated in the UNM Faculty Handbook.

The purpose of the promotion of faculty members acknowledges contributions to their field and encourages continuing development of scholarly work. This in turn reflects well on the academic integrity and professional contributions of the branch.

Standards for Tenure and/or Promotion

A candidate eligible for tenure at UNM-Taos will normally serve a probationary period of three years followed by a midterm review and then another probationary period of three years before tenure can be granted. Contracts will be issued on an annual basis.

This probationary period may be shortened at the request of the faculty member; i.e. he or she may be reviewed for tenure in less than six years. Academic qualifications will be evaluated based on a combination of educational training, teaching experience, and (in the case of technical faculty) technical work. Types of appointment at the branches may include lecturer appointments, probationary appointments, and appointments with tenure.

Because of the different and changing nature of instructional requirements at the branches, however, some faculty will be appointed on a year-to-year or semester-to-semester basis as part-time, full-time, or contingent lecturers or instructors, with no presumption of tenure. For more detailed statements on the types and conditions of faculty appointment, see the UNM Faculty Handbook.

UNM-Taos will utilize the four qualifications (1) teaching; 2) service to university, community, and discipline; 3) professional development (research, scholarship, creative work); and 4) personal characteristics teaching; professional development including scholarship, research, or other creative work; service; and personal characteristics) for tenure and promotion used on the main campus (see the UNM Faculty Handbook). Since the branch campus functions similarly to a community college, however, the emphasis for performance criteria will be excellence in teaching. Consideration will also be given for administrative duties as appropriate to a branch campus.

The University recognizes, however, that conditions of employment at the branches, such as heavy teaching loads, curricular development responsibilities, student advisement duties, budget limitations, travel requirements, and lack of research facilities may require that somewhat different standards for the achievement of tenure and/or promotion be applied, especially in the area of research and publications. Other forms of professional development may therefore be weighted more heavily at the branch campus.

Performance Criteria

The primary criteria for the achievement of tenure and/or promotion at the branch colleges shall therefore be prioritized as: 1) teaching; 2) service to university, community, and discipline; 3) professional development (research, scholarship, creative work); and 4) personal characteristics. (Time in rank is also a valid, though a secondary, consideration.)

1) Teaching Excellence:

The University acknowledges that due to the variety of subject matters and student populations, along with other considerations, teaching occurs in various settings via diverse forms of instruction, such as lecturing, small group seminars, problem-based learning, online instruction, practicum placement, and supervision. The term “teaching” as used here includes, but is not restricted to, regularly scheduled undergraduate instruction, and the advising, direction and supervision of individual students. At UNM-Taos, effective teaching is a primary qualification for continued employment, promotion or recognition, and in specific cases potential tenure. The educational experience provides a student with an increased knowledge base, an opportunity to develop thinking and reasoning skills, and an appreciation for learning. An effective teacher is best characterized as an individual who successfully promotes these goals. Although individual teachers bring different talents in pursuit of these goals, an effective teacher, at a minimum, should:

- demonstrate effective communication skills;
- show evidence of strong preparation;
- present material that reflects the current state of knowledge in the field;
- demonstrate effective classroom management skills;
- organize individual topics into a meaningful sequence;
- demonstrate an ability to interact with students in an encouraging and stimulating manner;
- demonstrate a commitment to the discipline;
- demonstrate cultural sensitivity;
- employ developmentally appropriate methods;
- address different learning styles appropriately;
- demonstrate current pedagogically appropriate methods, including the use of technology in teaching.

Evidence to be evaluated for teaching includes:

- administrative reviews;
- peer reviews (may include UNM-Taos colleagues, other UNM faculty, and/or others (professional and academic) who are qualified to assess the faculty member’s strengths and challenges);
- self-reviews;
- student evaluations;
- teaching portfolios (includes teaching materials such as course syllabi, sample tests, classroom handouts, samples of written and/or creative work related to teaching, electronic presentations, course-related websites, videos, photographs, etc.);

- measurable outcomes, such as number of courses taught, number of students completing courses, descriptions of courses taught and developed;
- other information reflecting teaching excellence, such as curriculum and program development, will also be considered.

2) Service:

Three kinds of service should be attended to: service to the university, service to the discipline, and service to the greater community.

- University service includes both the extraordinary and the routine service necessary for the regular operation of departments and colleges and the University as a whole, including, for example, advising students or mentoring new colleagues, attending meetings and contributing to program processes. Faculty members have a responsibility to contribute to the functioning of the University through timely participation on committees and other advisory groups.
- Discipline-based service includes work within academies and programs, and participation in professional organizations of the discipline and in the community in the faculty member's professional capacity. Beyond the University, professional service includes service to professional organizations and other groups that engage in or support educational and/or research activities.
- Community service consists of activities that arise from a faculty member's role in community activities, events, and organizations. These activities normally involve the sharing and application of faculty expertise to issues and needs of the civic community in which the University is located. Service to the local, national, and international communities beyond the University is also reviewed in this category.

Service will be evaluated based on:

- the quality and quantity of a faculty member's involvement in campus committee work (leadership positions, such as Committee Chair, will be considered);
- out-of-class student activities (such as recruitment, retention activities and the sponsorship of extracurricular programs);
- community involvement (such as presentations before and membership in community organizations);
- other branch service, such as administrative duties.

3) Professional Development:

Professional development shall include, but not be limited to, research, scholarship, creative work, and publications. Professional development may also be demonstrated by the completion of appropriate new qualifications (e.g., degrees, licenses, and other certifications of training) and by an ongoing record of professional activities (e.g., continuing education, the acquisition of new skills, the maintenance and/or upgrading of licensure, participation in professional organizations, attendance and presentations at conferences, successful grant-writing and/or implementation of grants, development and implementation of innovative techniques and programs for a wide range of students). It is expected that faculty members be conversant with their disciplines. Such expertise is

demonstrated by one's professional activities both locally (University, community) and regionally (state, national).

Full-time (non-tenure track, tenure track and tenured) faculty members should document their participation in professional development activities at the end of each semester and forward such information to the Dean of Instruction for review and inclusion in the instructor's file.

Professional development will be evaluated based on the quality and quantity of a faculty member's involvement in at least two of the following areas:

- continuing education, such as:
 - the completion of an advanced degree in one's field (or a related field);
 - the completion of course work in one's field (or a related field) or in college teaching methodology;
 - the demonstrable or measurable acquisition of new skills and knowledge outside the formal educational structure;
 - attendance at and participation in relevant educational workshops and conferences;
- active membership and participation in professional, local, regional, and national organization(s);
- scholarly and creative contributions, such as:
 - pedagogical research or research in one's teaching field(s);
 - pedagogical publications or publications in one's teaching field(s);
 - pedagogical presentations or presentations in one's teaching field(s) before scholarly conferences;
 - artistic creations (if the faculty member teaches an Applied or Fine Arts subject);
- professional honors in such areas as teaching excellence, scholarly excellence, or community service;
- other information reflecting professional development may also be considered.

4) Personal Characteristics:

This category relates to the traits that influence an individual's effectiveness as a teacher, colleague, scholar, researcher, creative artist, or leader in a professional area. Of primary concern are intellectual breadth, emotional stability, and maturity. There must also be demonstrated collegiality and interactive skills so that an individual can work harmoniously with others while maintaining independence of thought and action. Attention shall also be given to an individual's stature and ethical behavior, for they are fundamental to a faculty member's impact on the University.

Information used in the objective appraisal of personal traits may be acquired from:

- peer evaluations;
- letters of recommendation;
- written evaluations prepared by colleagues for promotions or for other departmental reviews;

- evaluations or testimonials that illustrate characteristics balancing such qualities as patience and clarity, encouragement and integrity, etc., qualities that are of particular importance for UNM-Taos due to its multicultural, first-generation college student population;
- evaluations or testimonials that illustrate empathy and the recognition of the needs of adult learners.

Personal Characteristics are reflected by a candidate's good professional relations with fellow faculty members, administration and staff personnel, and students, as stated in the UNM Faculty Handbook:

- Clues to traits of characteristics may be found in the file of a candidate when letters of recommendation are solicited from other professionals in his or her field.
- For promotion, confidential reports from colleagues and others acquainted with a candidate will constitute the primary source of information regarding personal characteristics. Such reports must obviously be treated with great circumspection. The candidate may review his or her file subject to the confidentiality of records policy in effect at UNM main campus at the time.

Qualifications and Procedures for Tenure Consideration

Whether academic faculty or technical faculty, appointment to tenure track will be at the level of Assistant Professor.

For academic faculty, the minimum required academic credential for placement on the tenure track is the master's degree in the field (or related field) of one's primary teaching area(s).

For technical faculty, the minimum required academic credential for placement on the tenure track is the bachelor's degree in the field (or a related field) of one's primary teaching area(s) plus at least three years of post-secondary teaching experience. Work experience in the technical field (or a related technical field) can be used in lieu of the bachelor's degree, with five years of such experience required to satisfy the degree requirement. Two years of work experience in the faculty's technical field (or a related technical field) can be used in lieu of one year of the required two-to-five years of post-secondary teaching experience.

As on the main campus, the standard academic ranks for term, probationary, and tenured appointments are Assistant Professor, Associate Professor, and Professor.

An invitation to a faculty member to enter the tenure track will be issued by the Dean of Instruction with the approval of the Executive Director of the branch. If a faculty member does not receive tenure at UNM-Taos, he or she will be given an additional one-year contract and he or she may not teach at UNM-Taos after that. A faculty member may leave the tenure track but he or she may not return to tenure track once he or she has stepped off. A tenure track faculty member may also put the tenure track process on

hold, but this must be negotiated with the Dean of Instruction and can only be done once, and only for up to 2 years.

In making recommendations concerning tenure for a faculty member at a branch college, the Branch Executive Director shall first consult for a recommendation with all tenured faculty at the branch, and in making recommendations concerning promotion, the Branch Executive Director shall consult with all faculty at the rank for which promotion is being considered and at any higher rank. The Branch Executive Director may also consult for a recommendation with full-time non-tenured faculty at the branch and with appropriate faculty from the main campus or other branches.

Tenure and promotion recommendations are made by the Dean of Instruction in conjunction with a tenure committee of three to five faculty members selected by the Dean of Instruction. Members of this committee should be tenured, and have rank at least equivalent to the promotion rank being considered.

The Branch Executive Director's recommendation, accompanied by a full, written evaluation report including at least a summary of the evaluations of all faculty members consulted shall then be made directly to the Associate Provost for Academic Affairs. A recommendation shall then be made by the Associate Provost to the Provost-Vice President for Academic Affairs, who shall make the final decision. Ultimate decisions in matters of appointments and promotion in rank are made on the authority of the Board of Regents.

The faculty member being considered for mid-probationary and/or final tenure review will submit a dossier to the Dean of Instruction before mid-term of the Fall semester prior to the Spring semester review.

The format of the dossier will include elements of a teaching portfolio, plus additional items to demonstrate performance in the other three areas of academic evaluation: professional development, service, and personal characteristics. The title page of the dossier should include:

Name of faculty member
Department/Institution
Date

The Table of Contents for mid-probationary or tenure dossier should include:

1. Teaching Responsibilities
2. Administrative Responsibilities
3. Teaching Philosophy
4. Teaching Objectives, Strategies, Methodologies
5. Student Evaluations
6. Classroom Observations from Peers
7. Evaluations from Administrators
8. Representative and Detailed Course Syllabi

9. Samples of Course Handouts, PowerPoint, Websites, etc.
10. Samples of Student Work
11. Videos, CD's or Photographs of Teaching
12. Teaching Recognition and Rewards
13. Teaching Goals
14. Current Curriculum Vitae
15. Examples of Scholarship and Professional Development (articles, conference presentations, research, conferences attended, new skills acquired, etc.)
16. Letters of Recommendation (from teaching colleagues, students, community members, administrators and others)

The Role of the Executive Director

In making recommendations concerning tenure and/or promotion for a faculty member at a branch college, the Branch Executive Director shall act in accordance with the UNM Faculty Handbook and with the standards and procedures set forth in the branch college statement on tenure and promotion. The Branch Executive Director's recommendation, accompanied by a full, written evaluation report, including a summary of the evaluations of all faculty members consulted, shall then be made directly to the Associate Provost for Academic Affairs. The Associate Provost shall then make a recommendation to the Provost/Executive Vice-President for Academic Affairs, who shall make the final decision.

Appeals of Decisions Affecting Tenure/Promotion

If the Branch Executive Director makes a negative recommendation concerning tenure or promotion, or in the case of promotion makes no recommendation, an aggrieved faculty member has the right of appeal to the Branch Executive Director, the Associate Provost, and the Provost/Executive VP for Academic Affairs. A complaint then filed with the UNM AF&T Committee must meet the standards outlined in B6.21 of the UNM Faculty Handbook.

The Non-Interchangeability of Tenured and Tenure-track Appointments

Appointments with tenure and probationary appointments leading toward tenure at a branch college are limited to that branch only.

Grievance Committee

The faculty of each branch college shall establish a grievance committee to hear grievances connected with issues of academic freedom. The Faculty Senate will serve as the grievance committee. Grievances of any faculty, full-time, part-time, or contingent, must first be presented to this committee, which shall conduct an inquiry and make a recommendation to the Branch Executive Director. If this recommendation is not satisfactory to the faculty member or if the Branch Director does not accept and implement it, the faculty member may then appeal to the Associate Provost for Academic Affairs and the Provost-Vice President for Academic Affairs. If still not satisfied at these levels, the faculty member then may file a complaint with the main campus Academic

Freedom and Tenure Committee, as prescribed in the Policy on Academic Freedom and Tenure.

Sabbaticals

UNM-Taos tenured faculty are eligible for sabbaticals according to the terms outlined for main campus faculty and in consideration of financial constraints at the branch. A sabbatical must be negotiated with the Dean of Instruction and the Branch Executive Director.

Procedure for Updating the UNM-Taos Policy on Tenure/Promotion

This statement, and any subsequent revision thereof, which shall be reviewed every two years, shall be created, and, if necessary, revised and/or updated by the UNM-Taos Faculty Senate in consultation with the administration of the branch, the Office of the Provost/Executive Vice President for Academic Affairs, and the UNM Academic Freedom and Tenure Committee. The statement and any subsequent revision thereof shall become effective immediately after approval by the branch college tenured/tenure-track faculty (or, if none exist, by an appropriate Faculty Assembly or Senate committee) and approval by UNM main campus Faculty Senate and the Regents and shall supersede all previous actions or statements of policy relative to faculty tenure and promotion, except that the mid-probationary standards established shall apply only to faculty hired after the effective date of the statement, and that the procedures and standards for handling complaints and appeals set forth in the policies and procedures section of each branch college statement shall apply only to complaints filed after the effective date of the statement.

Chapter 6: Student-Related Policies and Procedures

Students enrolled in any UNM course or program are subject to policies described in the UNM Pathfinder. All UNM-Taos instructors are encouraged to familiarize themselves with the Student Conduct Code and all other student-related policies . See UNM Pathfinder.

(I) Classroom Policies

Student Contact Hours

In order to meet the required number of contact hours for each class as specified in the official course description, UNM-Taos faculty are required to conduct classes at the places, times, and dates specified in the schedule of classes. This policy is in keeping with UNM main campus policies governing student contact hours. Faculty are specifically cautioned *not to move, reschedule, dismiss, or terminate class meetings without* the express approval of their Department Chair or Dean of Instruction. Normally a faculty member must meet with his or her class one academic hour (50 minutes) per week for each hour of credit assigned to the class. For example, a faculty member whose class carries three hours credit will be expected to meet with his or her students for three academic hours of instruction per week, each week, for the entire semester. In a 16 week block format this is one 2.5 hr. (150 minutes) meeting per week. In an 8 week session this is one 5 hour (300 minutes) meeting per week. On-line and hybrid classes are expected to meet equivalent requirements.

Class Meeting Times and Places

Classes are expected to be taught at the times and in the places listed on the UNM-Taos schedule of classes published on the UNM website. Any permanent changes must be requested in writing and approved by the Dean of Instruction before they are made. Should changes in meeting times and places become necessary, an instructor must make sure that such changes are convenient for all registered students, unanimously agreed to without pressure, by all registered students in the class (rather than simply those present on the day the changes are discussed) and approved by the appropriate Department Chair and Dean of Instruction before they are instituted.

Unauthorized Persons and Children on Campus

Only the instructor, approved invited guests, and enrolled students are allowed in classrooms. Parents must not bring their children into university classrooms or leave them unattended while at campus activities or while conducting business. Adhering to this rule will prevent UNM-Taos from being held responsible for injury, illness, or expenses incurred as a result of parents bringing dependents into the university environment.

Guest Speakers

Instructors are encouraged to invite guest speakers to appear in their classes. Honorariums for such guests are not available unless special student fees have been assigned for the course at registration. All arrangements for honoraria must be made

before the date the guest speaks in class. However, gas mileage may be reimbursable, when approved by the Dean of Instruction, especially if the speaker is traveling from outside Taos County.

Managing Disruptive Student Behavior

University faculty may be faced with disruptive student behavior which affects their ability to maintain an effective learning environment. Disruptive student behavior may include physical confrontation with another person, verbal abuse of another person, or interrupting the educational process by making remarks out of turn or dominating class discussion. The procedure to follow when encountering a disruptive student is: meet privately with the student to identify and discuss the behavior; inform the student that specific classroom behaviors need to be discontinued or changed; give a timeline for when the changes need to be made; and outline the consequences of failure to make these changes. The instructor is advised to document the student's conduct in writing and send it to the Student Affairs department.

(II) Course-Related Policies

Faculty Office Hours

Full-time faculty and Department Chairs are expected to hold regular office hours and be available to assist with advising of students and mentoring. Office hours and locations should appear on syllabi, be posted on their office doors, and recorded on the voicemail greetings. Faculty should submit office hours to both their Department Chair and the Department of Instruction. Contingent faculty members are encouraged to come half an hour early or stay half an hour after each class in order to meet with individual students. Online office hours are possible for instructors who create an online course website with a Chat Room component.

Attendance Policies and Instructor Drops

Instructors may drop students from their classes for reasons of excessive absences—"excessive" is defined as three or more. For courses that meet once per week, a single absence is equivalent to a week's worth of absences. The attendance policy, and the consequences of excessive absences, should be clearly described on the course syllabus.

Some suggestions:

- expect registered students to attend all meetings of their classes unless excused for very special reasons;
- consider deducting a specified number of points from the final grade for absences;
- do not grant extensions of vacations;
- keep precise records of class attendance;
- report any student who has excessive absences by using the Early Alert forms available near the Faculty mailboxes;
- assign students who are absent without approval from the final examination or other closing exercises of their classes a grade of F for the examination or exercise.

Early Alert

To help in the retention and academic persistence of their students, instructors should contact and/or report students with poor attendance or difficulties meeting basic course requirements. Early Alert Forms may be sent to the Student Affairs office, who will in turn contact that student's academic advisor and/or appropriate University personnel for intervention or support. Reports on what has been done to assist these students will be sent back to their instructors.

Faculty Attendance and Emergency Dismissal of Classes

It is expected that instructors will meet their students at every assigned class time for the entire class period. However, should emergencies, such as an illness, an accident, or a family crisis, prevent attendance, instructors should contact the Department of Instruction so that the students can be notified of the canceled class. Instructors are encouraged to obtain contact information for their students with their permission. Non-emergency absences are permissible only with the Dean of Instruction's approval at least one week prior to the non-emergency absence. Faculty Absence Report forms are available in the Dean of Instruction's office. Occasional emergencies, ranging from inclement weather (listen to radio stations) to bomb scares, may force the college administration to dismiss classes for some or all of a teaching day. Individual instructors must not dismiss classes in such emergencies without prior approval from the administration. These canceled classes will not usually have to be made up unless their total numbers become excessive.

General Examinations

Student proficiency in the course content should be encouraged by means of frequent and appropriate examinations, essays, or other written assignments. Students should take in-class examinations at the scheduled examination time. In order for a student to assess his or her grade standing at any time during the semester, instructors are encouraged to provide ongoing assessment of progress and performance.

Make-Up Examinations

Consideration of individual requests for make-up examinations are at the discretion of the individual instructor. Make-up examinations should only be allowed if exceptional and unavoidable circumstances preclude a student from attending the regular session. Reasons such as personal travel or lack of preparation are not acceptable justifications for make-up examinations. For security reasons, make-up exams should be given after the originally-scheduled test. Any faculty concerns regarding particular cases may be discussed with your Department Chair. Instructors are responsible for making arrangements for administering the make-up exam.

Final Examinations

Instructors may give a final examination or final project appropriate to the course content. If an instructor wishes to return final exams to students, the students should provide the instructor with stamped and self-addressed envelopes. Instructors are required to enter final grades into the appropriate UNM system within 48 hours of the semester final exam. In no case may a student's grade be associated with his or her name in any posting procedure.

Grading: Grades and Grade Point Average

The grades awarded in all courses are indicative of the quality of work done. Grade points are:

A+	4.33
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00

Other Grades

UNM-Taos follows UNM's definitions and policies on assigning other grades as follows:

CR- Credit: Gives credit for the course but is not computed in the scholarship index. At the graduate level, CR is used to report completion of master's thesis or doctoral dissertation. CR credit is the equivalent of at least a grade of C but is not computed in scholarship index.

NC- No Credit: Not computed in scholarship index. At the graduate level, NC is used to report unsatisfactory completion of master's thesis or doctoral dissertation.

PR- Progress (Selected courses only): This grade indicates that a student has made progress but has not met achievement requirements of the course and is not able to advance to the next level course. No honor points are earned, and the credit is not computed in the GPA, nor is it counted toward graduation. Students may earn progress grade only once; they must then earn a letter grade: A, B, C, D or F.

I (Incomplete): The grade of I is given only when circumstances beyond the student's control have prevented completion of the work of a course with official dates of a session. (see Below, Resolving Incomplete Grade)

Audit: An Audit is recorded for completion of enrollment in an audited course. No credit is earned for audit grade option.

W (Withdrawal): A grade of W is given if the student withdraws from the course at their own volition or if the instructor withdraws a student from the course, for example due to non-attendance.

Academic Standing of Students

A student's academic standing is defined in terms of a grade point average obtained by dividing the total number of grade points earned at UNM-Taos by the total number of hours attempted. Hours given a grade of W, CR, NC, or I are not included in the computation. With respect to scholarships, the standing of all students (including those

who withdraw from the University during the session) is checked at the end of each semester and summer session. All students who are deficient in scholarship are placed on probation or are suspended.

Dean's List

Students who are enrolled in a UNM-Taos associate degree program for eight credit hours or more, and who earn a grade point average of 3.5 or higher for the semester, will be recognized for their academic achievement by being named to the Dean's List.

Phi Theta Kappa Honor Society

The Honor Society is a group of students at UNM-Taos who wish to pursue high expectations and elevate their education by excellence in academics as well as leadership. The group is comprised of students who excel academically, volunteer and demonstrate a social commitment to the community. The Honor Society strives to reward and encourage personal growth and development, placing a high value on students who possess a sense of civic responsibility and dedication to scholastic success.

(III) Course-Related Procedures

Course Withdrawal Procedures

A student has the right to withdraw from a course during the first six weeks of the semester or the first three weeks of the summer session without academic penalty, except that a grade of F assigned by an instructor on the basis of student dishonesty may appear on the student transcript if warranted. For detailed information about withdrawing and the impact on a student's academic record, students should refer to the UNM-Taos website or see the Registrar.

Incomplete Grades

According to academic policy, no "I" can be outstanding for a student who is graduating from the University of New Mexico. The grade of "I" is given only when circumstances beyond the student's control have prevented completion of the course work within the official dates of a session.

- Students should not enroll in or reregister (for credit) in a course for which an incomplete has been received in order to resolve the incomplete.
- If an instructor requires the student to repeat the class in order to resolve the incomplete, the student must register for the course on an audit basis.
- An incomplete grade must be resolved within a year from the time it was assigned. Incomplete grades not resolved within the time frames stated in this policy will be converted automatically to F (failure).

Therefore, students resolving incompletes in their semester of graduation must have the process completed (including the reporting of the grade to the Records and Registration Office) by the graduation date. Students are responsible for informing instructors that they are graduating and that the resolved grade(s) must be reported by the appropriate deadline. Failure to complete the process as described could result in the postponement

of graduation until the following semester.

Resolving Incomplete Grades

Students are responsible for making arrangements with the instructor for resolving an incomplete grade.

Grade Options: Credit/No-Credit and Course Audits

To receive a CR (credit), the student must earn at least a grade of a C. Students who do not satisfactorily complete a course under CR/NC grading will receive NC (no credit). A course may be changed from a traditional grade to CR/NC that will be allowed toward a baccalaureate degree and 12 credit hours graded CR/NC will be allowed toward an associate degree.

No courses in the core areas of degree programs may be taken for CR/NC. (The 12-hour limit also applies to the associate degree in Liberal Arts.) Hours earned for courses in which grading is specifically approved for CR/NC are not included in the 24-hour maximum allowed toward degree requirements under the CR/NC grade option. For additional information see the UNM-Taos website or the Student Affairs Office.

Change of Grade

The instructor of a course is responsible for reporting grades. Once a grade is reported to the Student Affairs Office, it may be changed by submitting a grade change form to the Student Affairs Office. Only the instructor who issued the original grade (instructor of record) may submit a change. UNM-Taos follows UNM's policy regarding changing grades.

Probation and Suspension Policy

Probationary status serves as a warning to students that they are no longer in good academic standing and that they may be suspended. For additional information see the UNM-Taos website or the Student Affairs Office.

(IV) Students' Rights and Responsibilities

Student Educational Records

Official academic records are maintained by the Student Affairs Department. These records pertain to students' academic standing and progress, including admission applications, high school/college transcripts, test scores, financial aid documents, and other official information. Students may obtain access to specific documents within their files by written request. In addition, students' files are available for review, under very special circumstances, by internal or external bodies for purposes of scholarships, financial aid, legal subpoena, etc. Each instructor should be familiar with Federal Educational Right to Privacy (FERPA) as discussed herein. UNM-Taos follows UNM policies regarding access to student information.

Academic Rights and Responsibilities of Students

The University of New Mexico has established policies regarding students' educational records, academic integrity, grievances, classroom conduct, and identification. Complete texts of these policies may be found in the UNM Pathfinder, <http://pathfinder.unm.edu>.

Student Grievance Procedure

UNM-Taos uses as a guideline the current UNM Student Standards and Grievance Procedures, found in the UNM Pathfinder which provides procedures for the resolution of disputes between students and faculty or staff of the University as well as procedures for handling student disciplinary matters.

Chapter 7: Campus Ecology: Grounds, Facilities and Services

Facilities Hours of Operation and Locations

University administration hours are 8 am to 5 pm Monday through Friday. The University of New Mexico-Taos has several locations:

- Down Town Buildings on Civic Plaza Drive
 - Rio Grande
 - Bataan
 - Camino Real
 - El Pueblo Hall
- Klauer Campus (1157 County Road 110) is a multi-use facility
- The UNM-Taos Medical Center facility at 1398 Weimer Road is home to several classrooms and the Nursing Programs.
- Taos High School facilities are used for certain classes including culinary arts, construction technologies and some science and math classes

Correspondence

All departments of the University receive mail through a central post office. Please address any correspondence to a specific department or individual as follows: *Name, Department, UNM-Taos, 1157 County Road 110, Ranchos de Taos, NM 87557.*

Campus Safety

Campus Monitor personnel, patrol and provide assistance with problems, such as dead car batteries, locked vehicles, and flat tires. They will escort students, faculty, and staff to parking areas. Day Monitor (7 am-5 pm Monday-Friday): 737-6270, Night Monitor (5 pm-10 pm Monday-Thursday): 741-1075. The Campus Monitor's central office is located at Klauer Campus in the Physical Plant Department office.

Emergency Services

In case of an emergency, dial 911 from any campus telephone. Campus security is provided and can be reached by contacting a Campus Monitor at the phone numbers given above

To Report an Incident

UNM-Taos Monitor Staff should be notified immediately whenever a crime is discovered, suspected, or witnessed on campus property. **If the incident requires police or emergency medical intervention, call 911.** The Campus Monitor's central office is located at Klauer Campus in the Physical Plant office.

Maintenance

UNM-Taos custodial staff is responsible for cleaning and maintaining UNM-Taos offices, classrooms, and grounds. Please call the Physical Plant Department at 737-6270 to report unsafe conditions on campus.

Audio-Visual Equipment

Audio-Visual and Computer Equipment beyond that already installed in the classroom may be requested by contacting the UNM-Taos IT department at <http://help.taos.unm.edu> .

Bookstore/Obtaining Texts/Examination Copies

UNM-Taos uses an online bookstore. Students can order and sell back books using the internet. Instructors are responsible for submitting book orders to the department of Instruction during the scheduling process for the coming semester. All Desk or Examination Copy requests for textbooks must be submitted directly to the publisher by the instructor. Request forms are available from the Instructional Administrative Assistant. Instructors' copies of texts may not be obtained through the bookstore.

Office and Classroom Supplies

Erasers, grade books, dry erase markers, and other supplies are available from the staff in the Department of Instruction. University-related correspondence may be given to the Department of Instruction for postage and mailing.

Computer Availability

Computers are available in the Learning Resource Center at the UNM-Taos Library and at various locations throughout Klauer Campus. Computers and printers solely for faculty use are available in Pueblo Hall at Klauer Campus.

Computer Support

The UNM-Taos IT department is available to assist students, staff, and faculty at UNM-Taos use the different computing systems on campus. For further information call 737 6252.

Mailboxes

Mailboxes for faculty are located in the Faculty Lounge in Pueblo Hall at Klauer campus. Because it is very important for faculty members to receive notice of important information and deadlines, instructors are requested to please check their boxes regularly.

Parking/Handicapped Parking

Parking and access for persons with disabilities are located throughout the Campus.

Photocopying

All faculty members will receive a code for copy machine use at various locations throughout Klauer Campus and other locations. Use shall be limited by password or other identifying device. A photocopying machine is also available in the Department of Instruction.

UNM Resources for Substance Abuse Problems

Any faculty or staff member concerned about his or her own or a colleague's alcohol or drug use can contact the Counseling Assistance and Referral Services (CARS) program at UNM main campus. The intent of CARS is not to intrude into the private lives of University employees, but rather to provide services for those who choose to request help

with their problems. Contact with CARS is confidential within the limits of applicable law and ethical guidelines.

UNM-Taos Services for Persons with Disabilities

Services for people with disabilities include readers for the visually impaired and learning disabilities, devices for recording lectures, manual interpreters for the hearing and orally challenged, NCR duplicating note pads, and copying of classroom materials. Aids are also available for people needing assistance gaining entrance to a building for classes because of confinement to a wheelchair. While these services are primarily for students, faculty and staff members with disabilities are encouraged to seek support as well. Accessibility Services can provide additional information (737-3695).

Chapter 8: Teaching at UNM-Taos

Academic Conduct

The classroom instructor is responsible for all classroom conduct, behavior, and discipline; any action that would disrupt or obstruct an academic activity is prohibited. Classroom activities should be positive learning experiences. Students and instructors are expected to display adult behavior, that is, behave in a courteous and civil manner. It is further expected that in an adult and University community all persons will conduct themselves in a manner befitting the serious pursuit of higher education.

Academic Honesty and Integrity

Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, including dismissal, against any student who is found to be responsible for academic dishonesty or who otherwise fails to meet the standards. Any student who has been judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or for the course. Academic dishonesty includes, but is not limited to: cheating or copying, committing plagiarism (claiming credit for the words or works of another person), fabricating information or citations, facilitating acts of academic dishonesty by others, having unauthorized possession of examinations, submitting work previously used without informing the instructor, tampering with or hindering the academic work of other students, and misrepresenting academic or professional qualifications within or outside the university. Instructors should include on their syllabus a statement describing academic dishonesty and report all instances of it to the Dean of Instruction.

Instructional Support

Center for Academic Success and Achievement (CASA)

Tutorial Services are available for students. 575-737-3695

UNM Net ID

To access class lists, instructor drops, and submit grades—as well as to set up a UNM e-mail account or on line course website—instructors need to obtain a UNM Net ID. This may easily be done at www.unm.edu/cirt/email. Questions or concerns may be addressed by contacting Computer Information Resources and Technology (CIRT) at 505-277-5757.

Grant Writing Resources

The Office of the Vice Provost for Research publishes a *Guide for Principal Investigators* for assistance in writing, processing, and submitting proposals, and in administering contract and grant awards. An electronic version of this is available at <http://research.unm.edu>.

In addition, the Office for Research Services provides a variety of consulting and support services to assist individuals' grant strategies, in dealing with funding agencies, and submitting proposals. For more information, see www.unm.edu/~org.

All projects requiring grant proposals of any kind must be approved by the UNM-Taos Director of Grants, Dean of Instruction, Director of Business Operations and the Executive Director before submission.

Blackboard Learn

Blackboard Learn course management software is used to create, organize, manage, and house Web-based learning environments. Learn course websites can include a wide range of communication, instructional, and administrative tools, such as bulletin board, chat, quiz, student progress tracking, and grading tools. The site is: taos.unm.edu/oet

Classroom Structure and Dynamics

While each instructor has a unique style of teaching that best suits his or her own subject matter, instructors are encouraged to follow these procedures:

- provide each student with a complete syllabus with a clear statement of your grading policy;
- use the syllabus template provided by the Department of Instruction;
- focus on subject matter appropriate to the class and to the course;
- prepare thoroughly;
- provide feedback to students on their performance by evaluating and returning assignments promptly and holding student conferences when necessary;
- supplement communications with written documentation as needed.

Suggestions for Effective Class Management

Faculty may find these suggestions for effective class management helpful and are encouraged to share new ideas for inclusion in the list of suggestions.

- arrive ahead of the students;
- learn the students' names early in the semester/session;
- keep class lists current throughout the semester (see the Registrar for class lists updates);
- keep an accurate attendance record;
- transmit announcements found in email;
- make students aware of critical deadlines;
- ensure that the course content has continuity;
- take advantage of notes to stay on track but avoid reading a lecture;
- provide time for questions and use the discussion process whenever relevant.

Student Assessment

Conducting, Incorporating, and Documenting Research

Students might be asked to become “experts” on a specific area of the discipline. One does this by familiarizing oneself with what others—researchers, other experts—have to say about this area. Students should be encouraged to collect and incorporate evidence of their research in at least one written assignment to indicate their own expertise on the subject matter. All UNM-Taos students will learn in their English classes how to access and use academic databases, how to evaluate and collect research, how to quote, paraphrase, summarize, and how to incorporate their findings in written essays.

Tests and Testing

Evaluating and assessing students’ progress is traditionally accomplished with examinations. *Essay examinations* are appropriate at all levels of a learning hierarchy; the essay questions should be clearly written without any ambiguity and reflect the content and objectives of the course prior to the examination. *Multiple choice* examinations are probably the most important tests used today and require considerable skill in creating. Some suggestions: (1) provide four possible responses to minimize the guess factor; (2) do not include impossible responses; (3) do not use “none of the above” or “all of the above”; (4) do not use qualifiers such as “always” or “usually.” *True/False* tests, while most popular in pre-university classrooms, also require a significant degree of preparation: (1) avoid ambiguous words; (2) avoid direct quotes; (3) avoid specific descriptors or adjectives.

Grading

Instructors are often called upon to justify grades with documentation. Therefore, the establishment of firm criteria for assessment is necessary. All the conditions upon which a student’s grade is based (including attendance, participation, etc.) should be carefully recorded. No grade should reflect an instructor’s personal opinion of a student’s work but, rather, the degree to which that student has fulfilled the criteria of the assignment.

Each assignment description should be very clearly worded and the instructor should make sure it is understood by everyone in the class. In addition:

- Choose a grading policy based on a recognized system of evaluation in the discipline.
- Evaluate student performance with consistency, making a conscious effort to avoid the uneven grading that can result from such situations as the Instructor’s own tiredness, haste, or sympathy for a student who has worked diligently but has not performed well.
- Evaluate, return, and discuss student assignments promptly.

BRANCH CAMPUSES

CONTENTS

Section/Policy #

F10 - Role and Function of UNM Branch Colleges

F20 - Statutory Provisions and Funding

F30 - UNM Gallup Branch Mission Statement

F40 - UNM Los Alamos Branch Mission Statement

F50 - UNM Valencia Branch Mission Statement

F60 - UNM Taos Branch Mission Statement

F70 - Articulation: Degree Approval, Transfer of Course Credit, and Faculty Approval

F80 - Representation on Faculty Senate and Its Committees

F90 - Academic Freedom, Tenure, Appointment and Grievance Procedures

F100 - Teaching Load

The complete contents of the UNM Faculty Handbook can be found at
<http://handbook.unm.edu/>